United Nations ST/IC/2006/28

Secretariat

28 July 2006

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **United Nations sabbatical leave programme for 2007**

1. The purpose of the present information circular is to invite staff to apply for the sabbatical leave programme in 2007, in accordance with the provisions of administrative instruction ST/AI/2000/4 of 5 April 2000.

Eligibility

2. Administrative instruction ST/AI/2000/4 defines the conditions under which staff members may be granted sabbatical leave. For purposes of eligibility for the 2007 sabbatical leave programme, section 2 of document ST/AI/2000/4 provides that the programme is "open to United Nations staff members with five years of service with the Organization and who are expected to serve for no less than two years after the completion of the sabbatical leave".

Selection of institution

3. Interested staff members are responsible for identifying the institution or organization in which they propose to carry out their research or study project and for securing their acceptance by that institution or organization. In addition to universities and independent institutions worldwide, including participating research and training centres of the United Nations University and institutions that are members of the Academic Council on the United Nations System, research or study projects may also be pursued in other relevant organizations and institutions. Staff members may wish to consult the list of institutions that are members of the Academic Council on the United Nations System contained in annex II to the present circular and the list of participating research and training centres of the United Nations University contained in annex III.

* Expiration date of the present information circular: 31 December 2007.

06-44927 (E) 020806

Application procedures

4. Applicants are requested to complete the application form contained in annex I to the present circular and to submit it, through their respective head of office or department, together with a proposal describing the research or study project that they wish to pursue, to the Officer-in-Charge, Sabbatical leave programme, Room S-2500C, Division for Organizational Development, Office of Human Resources Management, New York, NY 10017, by 3 November 2006. Letters of recommendation should be sent to the same address.

5. The proposal, which should not exceed four pages, should contain the following information:

(a) Title of the research or study project;

(b) Field of the research or study project;

(c) Rationale for the research or study project;

(d) Relationship of the research or study project to the work of the individual and to the work of the Organization;

(e) Outline of topic or topics to be covered;

(f) Study or research activities;

(g) Detailed methodology;

(h) Schedule of work of the research or study project, with an indication of any preparatory work already accomplished;

(i) Usefulness of the expected outcome of the research or study project and its practical implications for the individual and the Organization;

(j) Endorsement by the head of office or department or chief administrative officer of mission responsible for the work of the applicant during the proposed research or study project.

Applicants should indicate in the application form the name and address of the institution or organization in which they wish to carry out their research or study project, specifying the type of support services and facilities that the institution or organization is prepared to provide during the period of the sabbatical leave.

6. All proposals will be evaluated by a selection committee on the basis of the criteria set out in administrative instruction ST/AI/2000/4.

7. Each applicant and his/her head of office or department will be informed of the decision of the Selection Committee. The selected staff members will be requested to accept in writing the specified conditions of the award.

8. The application form contained in annex I is also available online in English and French (United Nations Intranet — Forms) as form P.298 (8-02)-E or -F (the English version is attached).

Annex I

Sabbatical leave programme application form

For 2007

Please complete this form and submit it to the Officer-in-Charge, Sabbatical leave programme, Room S-2500C, Division for Organizational Development, Office of Human Resources Management, New York, NY 10017, together with your research or study project proposal, by 3 November 2006.

A. Personal information

Name (last, first, middle initial) _____ Index No. _____

Functional Title/Field of work _____

Category/level _____ Type of contract _____

Contract expiration date _____

Department/division/office _____

Name of approving head of office, department or mission (Director or above) _____

Duty station _____

Telephone _____ E-mail _____

EOD (Secretariat) _____ EOD (present duty station) _____

Title of proposed research or study project _____

B. Background

1. Relevant work experience. Please indicate any professional experience that enhances your ability to carry out your proposed research or study project.

2. University studies

Degree	*University/country*	*Area of study*	*Year gradu*

3. Recommendations: please arrange to have two letters of recommendation sent directly Officer-in-Charge, Sabbatical leave programme, Room S-2500C, Division for Organiza Development, Office of Human Resources Management, New York, NY 10017, by 3 Nov 2006. These recommendations should be provided by professionals, within or outside the U Nations, who are familiar with your work and are in a position to appraise your ability to car the research or study project you have proposed and to attest to your ability to und independent work. In the space provided, give the names, titles and institutional affiliations professionals who will be sending the letters of recommendation.

Name	*Titles*	*Institutional affiliations*

4. If relevant, please indicate below your teaching and/or research experience, including a your publications, if any (attach an additional sheet if necessary).

☐ Teaching ☐ Research ☐ Publication

Date	*Subject matter*	*Institution/place*

C. Placement

1. Please indicate the name and address of the institution or organization in which you w carry out your research or study project. Please attach copies of any preparatory correspon between you and the institution, relevant to the proposed research or study project.

Name of institution/organization	*Address*

2 Which of the following services and/or facilities, if any, is the institution willing to provide to you during the period of your sabbatical leave (check as applicable):

- ☐ Adviser
- ☐ Office space
- ☐ Communication facilities (fax, telephone, computer)
- ☐ Other _____

N.B. Please keep in mind that, if selected, you are responsible for finalizing arrangements made thus far and for carrying out any related administrative work.

_____ _____

Signature of staff member Date

Reminder: The endorsement of the head of your department, office or mission must be attached.

Annex II

Institutional members of the Academic Council on the United Nations System

American Society of International Law

Arias Foundation for Peace and Human Progress

Center for Environmental Policy
Bard College

Center for the Global South
The American University

Center of International Studies
Princeton University

Center on International Cooperation
New York University

Centre for Foreign Policy Studies
Dalhousie University

Centre for the Study of Globalisation and Regionalisation
University of Warwick

Centro de Estudios Internacionales
El Colegio de México

Centro de Investigación y Docencia Económicas A.C.

Dag Hammarskjöld Library
United Nations

Defence Forces Library
The Military College

Department of Political Science
University of Alberta

Department of Political Science
University of Lund

Dickey Center for International Understanding
Dartmouth College

Elliott School of International Affairs
The George Washington University

Fletcher School of Law and Diplomacy
Tufts University

Global Affairs Institute
Syracuse University

Graduate Institute of International Studies
University of Geneva

Harvard College Library

Institute for Security Studies

Institute for the Study of International Organizations
Long Island University — Brooklyn Campus

Institute of Social Studies, The Hague

Institute of World Economy and International Relations

International Cooperation Research Association

International IDEA

International Institute for Labour Studies
International Labour Organization

International Peace Academy

Joan B. Kroc Institute for International Peace Studies
University of Notre Dame

Mershon Center
The Ohio State University

Netherlands Institute of International Relations, "Clingendael"

Norwegian Institute of International Affairs

Ralph Bunche Institute on the United Nations
City University of New York

Richard L. Walker Institute of International Studies
University of South Carolina

Stanley Foundation

Stiftung Entwicklung und Frieden Development and Peace Foundation

Thomas J. Watson Jr. Institute for International Studies
Brown University

United Nations Association of the United States

United Nations Research Institute for Social Development

United Nations Staff College

United Nations Studies at Yale
Yale University

United Nations University

United States Institute of Peace

Universidad Externado de Colombia

Annex III

United Nations University participating centres

Under its charter, adopted by the General Assembly in 1973, the United Nations University is a voluntarily funded autonomous organ of the General Assembly that engages in research, postgraduate training and the dissemination of knowledge on pressing global problems of human survival, development and welfare that are the concern of the United Nations and its agencies. The University is organized on a networking principle.

The location of specific United Nations University research and training activities include:

1. **United Nations University headquarters, Academic Division, Tokyo**

   http://www.unu.edu

2. **United Nations University Institute of Advanced Studies, Yokohama, Japan**

   http://www.ias.unu.edu

3. **United Nations University World Institute for Development Economics Research, Helsinki, Finland**

   http://wider.unu.edu

4. **United Nations University Maastricht Economic and Social Research and Social Research and Training Centre for Innovation and Technology, Maastricht, the Netherlands**

   http://www.merit.unu.edu

5. **United Nations University Comparative Regional Integration Studies, Bruges, Belgium**

   http://www.cris.unu.edu

6. **United Nations University Institute for Environment and Human Security, Bonn, Germany**

   http://www.ehs.unu.edu/

7. **United Nations University International Network on Water, Environment and Health, Hamilton, Canada**

   http://www.inweh.unu.edu

United Nations ST/IC/2006/29

Secretariat

14 August 2006

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Working hours during the sixty-first session of the General Assembly**

1. In accordance with rule 1 of the rules of procedure of the General Assembly, as amended by General Assembly resolution 57/301, the sixty-first session of the General Assembly will open on Tuesday, 12 September 2006. Accordingly, from 12 September 2006 until the last day of the main part of the regular session of the General Assembly, normal working hours will be eight and a half hours per day.

2. In accordance with Secretary-General's Bulletin ST/SGB/2003/4, heads of departments or offices may authorize flexible working arrangements, subject to exigencies of service. Essential services must be maintained at all times to best meet the requirements of the General Assembly.

3. From the day following the last day of the main part of the sixty-first session of the General Assembly until further notice, normal working hours will again be eight hours per day.

* Expiration date of the present information circular: 31 December 2006.

06-46658 (E) 180806

United Nations ST/IC/2006/30

Secretariat

16 August 2006

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Outside activities**

1. The purpose of the present circular is to inform staff members of the Organization's procedures relating to outside activities, which are set out in administrative instruction ST/AI/2000/13.

Outside occupation or employment

2. The basic rule is that staff members shall not engage in any outside occupation or employment, whether remunerated or not, without the approval of the Secretary-General.

3. The first requirement for approval is that there be no conflict with the staff member's official functions or status as an international civil servant. The outside occupation or employment should not interfere with the staff member's ability to perform his or her duties or call into question his or her impartiality and independence as an international civil servant.

4. The second requirement is that the outside activity not be against the interest of the United Nations as, for example, working with an organization whose goals are incompatible with those of the United Nations or working in a capacity that would call into question the staff member's impartiality or independence.

5. The third requirement is that the outside occupation or employment be permitted by local law at the duty station or where the occupation or employment occurs.

6. Staff members authorized to engage in outside activities shall make clear to the organizers and participants in such activities, including any employers, that they act in their personal capacity and not as representatives of the United Nations.

Activities related to the United Nations

7. Unless they form part of the normal course of official duties, prior authorization is required for staff members to engage in any of the following acts, if they relate to the purpose, activities or interests of the United Nations:

* The present circular will be in effect until further notice.

06-47198 (E) 210806

(a) Issuance of statements to the press, radio or other agencies of public information;

(b) Acceptance of speaking engagements;

(c) Taking part in film, theatre, radio or television productions;

(d) Submitting articles, books or other material for publication.

8. Outside activities that are of benefit to the Organization or the achievement of its goals and/or contribute to the development of professional skills of staff members are usually not only permitted but encouraged.

Other outside activities

Social or charitable activities and pursuit of studies

9. Private non-remunerated activities for social or charitable purposes not related to the staff member's official functions or to the United Nations and pursuit of studies may be engaged in at the staff member's discretion as long as those activities take place outside of working hours or while the staff member is on leave.

Political activities

10. Staff members may exercise the right to vote. Staff members should ensure that their participation in political activities does not reflect adversely upon their status as independent and impartial international civil servants. Staff members cannot thus be candidates for political office. Membership in a political party is permitted, provided it does not entail action or obligation to action that would reflect adversely on their status as international civil servants. In case of doubt as to whether the activity is permitted, enquiries may be made by the staff member concerned, as indicated in paragraphs 12 and 13 below.

Participation in boards, panels, committees, expert groups and similar bodies

11. Participation in boards, panels, committees, expert groups or similar bodies that are external to the Organization constitutes an outside activity that requires the prior approval of the Secretary-General. If, after approval has been granted, it appears that the staff member's participation would involve the consideration of the granting of an honour, gift or remuneration to a United Nations official, the staff member should withdraw from the body concerned since his or her participation would create at least the appearance of a conflict of interest.

Clarification procedures

12. Sections 6.1 to 6.5 of administrative instruction ST/AI/2000/13 set out procedures whereby a staff member may seek in confidence clarification as to whether a planned outside occupation, employment or activity would conflict with his or her status as an international civil servant.

13. Staff members are also reminded that the Ethics Office, which was established to assist the Secretary-General in ensuring that all staff members observe and perform their functions consistent with the highest standards of integrity required by the Charter of the United Nations, provides confidential advice and guidance to staff on ethical issues, including conflict of interest.

Approval procedures

14. Sections 6.6 to 6.9 of administrative instruction ST/AI/2000/13 set out the procedures to be followed by a staff member wishing to engage in an outside activity for which prior approval is required under sections 3 and 4 of the instruction.

United Nations ST/IC/2006/31

Secretariat

16 August 2006

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Honours, gifts or renumeration from outside sources**

1. The purpose of the present circular is to inform staff members of the Organization's policy on the acceptance of honours, gifts or remuneration from outside sources.

2. Given the importance attributed by the Organization to the requirement that staff are, and are perceived to be, independent and impartial, staff members are reminded that they may not accept any honour, decoration, favour, gift or remuneration from any Government. This rule applies whatever the reason for the award, even if the award is unrelated to the staff member's service with the Organization.

3. However, if refusal of an unanticipated honour, decoration, favour or gift from a Government should cause embarrassment to the Organization, the staff member may receive it and should immediately thereafter entrust it to the Secretary-General. Remuneration from a Government, however, must always be refused.

4. With respect to acceptance of similar items from a non-governmental source, the prior approval of the Secretary-General is required. Approval is granted only in cases where such acceptance is not incompatible with the interests of the Organization and with the staff member's status as an international civil servant. Staff members are reminded that they may occasionally accept, without prior approval, minor gifts of essentially nominal value provided that such gifts are promptly disclosed to the head of the office, who may direct that the gift be entrusted to the Organization or returned to the donor.

5. Staff members may also be authorized to accept from a non-governmental source or university academic awards, distinctions and tokens of a commemorative or honorary character, such as scrolls, certificates, trophies or other items.

6. Staff members, as part of their official functions, may be expected from time to time to attend Government or other functions such as meals and diplomatic

* The present circular will be in effect until further notice.

06-47196 (E) 210806

receptions. Such attendance is not considered receipt of a favour, gift or remuneration within the meaning of the Staff Regulations and Rules.

7. Staff members authorized by the Secretary-General to participate in activities organized by a Government, intergovernmental organization, non-governmental organization or other private source may receive from the corresponding entity accommodation, travel and subsistence allowance generally in line with that payable by the United Nations. When subsistence allowance is received from such external sources, the travel subsistence allowance normally provided by the Organization is reduced.

United Nations ST/IC/2006/32

Secretariat

17 August 2006

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Membership of the Central Review Board, Committee and Panel at Headquarters**

1. The mandate of the current membership of the Central Review bodies at Headquarters expired on 30 June 2006 and nominations from departments and offices and the selection list from the staff representative body had been requested to form the new membership. Normally, the Central Review bodies are constituted of equal number of members and alternates selected by the Secretary-General and by the staff representative body. However, it was not possible to achieve this in the new membership, as the Staff Council continued to implement its decision to withdraw staff support for the Central Review bodies and not to comply with a request from the Office of Human Resources Management for selection of members and alternates.

2. As a temporary measure for the purpose of ensuring the continuation of the Staff Selection System, it has become necessary to invoke the provisions of sections 2.2 and 3.2 of Secretary-General's bulletin ST/SGB/2002/6, which state in part that should no final selection be made within two months of a written request or should the members and alternates selected by the Staff collectively not participate, the Central Review body concerned may nevertheless be constituted and discharge its functions when four members or alternates are present.

3. Accordingly, on the basis of the nominations received from departments and offices at Headquarters, the Secretary-General has approved the members and alternates on the following list and the formation of the Central Review bodies in accordance with the above-mentioned provisions of Secretary-General's bulletin ST/SGB/2002/6 until the Staff Council has submitted its own list of members and alternates for the Central Review bodies.

* The present circular will be in effect until further notice.

06-47200 (E) 220806

I. Central Review Board

Members

Mr. Clemens Adams	Department of Peacekeeping Operations
Ms. Nancy Hurtz-Soyka	Department of Management
Mr. Nikhil Seth	Department of Economic and Social Affairs

Alternates

Mr. Mark Bowden	Office for the Coordination of Humanitarian Affairs
Mr. Michael Clark	Office of Central Support Services Department of Management
Ms. Susan Farkas	Department of Public Information
Mr. George Korontzis	Office of Legal Affairs
Ms. Vivian Lewis	Department for General Assembly and Conference Management
Ms. Agnes Marcaillou	Department for Disarmament Affairs
Ms. Haiyan Qian	Department of Economic and Social Affairs

II. Central Review Committee

Members

Ms. Elizabeth Hooper	Department for General Assembly and Conference Management
Ms. Barbara Masciangelo	Office of Legal Affairs
Mr. Collinet Finjap Njinga	Department of Public Information

Alternates

Ms. Ilene Cohn	Department of Peacekeeping Operations
Mr. Christopher De Bono	Department of Public Information
Mr. Rune Froseth	Office for the Coordination of Humanitarian Affairs
Mr. Vladimir Jares	Office of Legal Affairs
Mr. Dat Chi Luong	Office of Central Support Services Department of Management
Ms. Dara Lysaght	Department of Peacekeeping Operations
Mr. Thomas Markram	Department for Disarmament Affairs
Mr. Igor Mitrokhin	Department of Safety and Security

Ms. Liza Morales	Department of Political Affairs
Ms. Chikako Takase	Department of Economic and Social Affairs
Ms. Margaret Vogt	Department of Political Affairs

III. Central Review Panel

Members

Ms. Mariel Carrasco Garcia	Department of Peacekeeping Operations
Ms. Ruth Ramirez	Department for General Assembly and Conference Management
Mr. Xiaoyu Wang	Department for Disarmament Affairs

Alternates

Mr. Nikolai Baskakov	Department of Public Information
Mr. Robert Cannon	Department of Peacekeeping Operations
Ms. Vida Cofie-Robertson	Department of Political Affairs
Ms. Kathleen Doyle	Department of Public Information
Mr. Mohamed Faiz	Department of Public Information
Mr. Stanislaus Fernandes	Department for General Assembly and Conference Management
Mr. Jaime Guevarra	Office for the Coordination of Humanitarian Affairs
Ms. Ranu Gupta	Office of Central Support Services Department of Management
Ms. Diane Horton	Department of Economic and Social Affairs
Ms. Andrea Morandeira	Office of Central Support Services Department of Management
Mr. Genene Zewge	Department of Economic and Social Affairs

4. Normally, one additional member is jointly selected by the members selected by the Secretary-General and members selected by the staff to serve as Chairperson of each Central Review body. Under the circumstances described above, an Acting Chairperson will be selected from the members until such time that the situation allows the joint selection of a Chairperson for each Central Review body.

5. The Assistant Secretary-General for Human Resources Management or her representatives will serve as ex officio member of the Board, Committee and Panel. The Special Adviser on Gender Issues and the Advancement of Women or her representatives will also participate in the Board and Committee, and the Panel as required, in an advisory capacity.

6. Mr. Suren Shahinyan will serve as Secretary of the Central Review Board and Ms. Valeria Criscione Olson will serve as Secretary of the Central Review Committee and Panel.

United Nations ST/IC/2006/33

Secretariat

21 August 2006

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Revised procedures for picking up documents processed by the Host Country Affairs Section of the United States Mission to the United Nations**

1. The Secretariat has received a note verbale dated 17 July 2006 from the United States Mission to the United Nations, in which the Mission informs the Secretariat of the revised procedures for picking up documents processed by the Host Country Affairs Section of the United States Mission.

2. Staff members are reminded that the United States Mission is currently located at 140 East 45th Street, between Third and Lexington Avenues.

3. The note verbale is set out in the annex to the present circular.

* The present circular will be in effect until further notice.

06-47590 (E) 230806

Annex

Note verbale dated 17 July 2006 from the United States Mission to the United Nations

The United States Mission to the United Nations presents its compliments to the United Nations Secretariat and hereby announces revised procedures for picking up documents processed by the Host Country Affairs Section of the Mission.

Effective 24 July 2006, United Nations personnel will be able to pick up employment authorization cards and approved travel requests on a daily basis. A representative of the Host Country Affairs Section will be present on the 8th floor of the United States Mission to distribute documents from 11 a.m. to noon, Monday through Friday. United Nations personnel are advised to make every effort to retrieve their documents during the allotted time.

United Nations ST/IC/2006/34

Secretariat

28 August 2006

Information circular*

To: Members of delegations and staff

From: The Assistant Secretary-General for Central Support Services

Subject: **First day of issue — 21 September 2006: "My Dream for Peace One Day" stamps**

Commemorative stamps

1. In its resolution 55/282, the General Assembly decided that, beginning in 2002, the International Day of Peace should be observed on 21 September each year. The Assembly declared that the Day should be observed as a day of global ceasefire and non-violence, an invitation to all nations and people to honour a cessation of hostilities for the duration of the Day.

2. In response, on Thursday, 21 September 2006, the United Nations Postal Administration (UNPA) will issue its last set of a three-year stamp series, with six commemorative stamps on the theme "My Dream for Peace One Day".

3. The stamps will be issued in denominations of $0.39, $0.84, SwF 0.85, SwF 1.20, €0.55 and €1.00. (*United States equivalents: SwF 0.85: $0.70; SwF 1.20: $0.99; €0.55: $0.71 and €1.00: $1.29, subject to exchange rate fluctuation.*)

* Expiration date of the present information circular: 21 October 2006.

06-47994 (E) 310806

4. The stamp designs were obtained through an agreement between Lions Clubs International and the United Nations.

5. Every year, Lions Clubs International sponsors a youth global peace poster contest which gives young people a chance to think about world peace and to express creatively what it means to them. Children aged 11 to 13 from around the world submit artwork, which is judged on originality, artistic merit and expression of the annual theme. From among 24 finalists one grand prize winner is chosen. This year's designs are from the 2004/2005 peace poster contest on the theme "Give Peace a Chance". Lions Clubs International has graciously given UNPA and other participating postal administrations exclusive rights to use the artwork of the finalists from this competition for the "My Dream for Peace One Day" stamp series.

General information

6. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first-day covers on the UNPA official first-day cachets **only**. Members of delegations and the staff can obtain these items on Thursday, 21 September, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building, from 9 a.m. to 5 p.m.;

(b) Temporary sales counter located on the east side of the Secretariat lobby, in front of the windows between the cafeteria and the news-stand, from 9 a.m. to 4 p.m.

7. First-day-of-issue cancellations can be obtained at a temporary United States Postal Service substation located outside the United Nations Bookshop in the concourse of the General Assembly Building, from 9 a.m. to 5 p.m.

8. Information on United Nations stamps can be accessed on the Internet at http://unstamps.un.org.

06-47994

United Nations ST/IC/2006/35

Secretariat

7 September 2006

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for the Department of Safety and Security

Subject: **Arrangements for admission to the premises at United Nations Headquarters during the sixty-first session of the General Assembly**

1. The present circular describes the arrangements that will be in effect at Headquarters for admission to the premises, as well as arrangements with respect to parking, catering facilities and commercial operations, during the sixty-first session of the General Assembly. A separate information circular will be issued describing additional arrangements for admission to the premises during the general debate, to be held from 19 to 29 September 2006.

Admission to Headquarters buildings

2. Staff members, retirees, affiliates and accredited members of non-governmental organizations and the information media will be admitted to the United Nations premises only upon presentation of a valid United Nations building pass or laissez-passer. All are reminded that, in view of the need for heightened security measures, the provisions of Secretary-General's bulletin ST/SGB/259 of 2 July 1993 on the wearing of building passes will be strictly enforced. It is the responsibility of staff members to ensure that their building passes are current. Expired passes will be replaced by the Pass and Identification Unit of the Security and Safety Service, located on the ground floor of the UNITAR Building at 45th Street and First Avenue, upon presentation of an application obtained from the staff member's Executive Office/Administrative Unit. Staff members who arrive without their building passes will be directed to the Visitors Entrance at 46th Street, where they will be required to pass through a magnetometer. A day pass may be obtained at the information desk in the lobby of the General Assembly Building upon verification of the staff member's identity. The hours of operation of the information desk are 9 a.m. to 5.30 p.m.

* Expiration date of the present information circular: 10 September 2007.

06-49179 (E) 110906

Access at the 42nd and 46th Street entrances

3. During the sixty-first session, staff members, including those bearing only the United Nations laissez-passer, retirees, resident correspondents, physically challenged persons whose names are listed with the United Nations Medical Service and members of delegations will continue to have access through the entrance at 42nd Street and First Avenue. They are not required to be cleared at a screening area and may proceed into the premises at the ground-floor Secretariat lobby entrance upon presentation of a valid building pass. Owing to the heightened security arrangements currently in effect, the 46th Street entrance and screening area will be used by affiliates, accredited representatives of non-governmental organizations, interns, members of the information media (excluding resident correspondents) and those who possess courtesy, library and temporary building passes. The aforementioned persons using the 46th Street entrance are required to pass through a magnetometer. The 46th Street entrance will be open daily from 8 a.m. to 7 p.m. On weekends and holidays and during non-business hours when the 46th Street entrance is closed, magnetometer and X-ray screening will be conducted at the Secretariat entrance.

4. All large packages brought into the premises by all categories of persons, including staff and delegates, will be subject to security inspection.

Access through the delegates' entrance

5. During the sixty-first session, the pedestrian gate at 45th Street and First Avenue and the delegates' entrance to the building will be reserved for use by members of delegations and senior United Nations staff bearing gold-coloured building passes.

Pass and Identification Offices, UNITAR Building and North Lawn Facility

6. In preparation for the sixty-first session of the General Assembly, the Pass and Identification Office, located in Room U-100, UNITAR Building, 801 United Nations Plaza, near the corner of 45th Street and First Avenue, will be open to staff members and members of delegations. Representatives of non-governmental organizations and members of the media will be assisted with accreditation at the North Lawn Facility, located at the First Avenue and 47th Street entrance. The days and hours of operation for these two Pass and Identification facilities will be as follows:

Date	*Hours of operation*
Saturday and Sunday, 9 and 10 September	10 a.m.-6 p.m.
Monday, 11 September	8 a.m.-6 p.m.
Tuesday, 12 September	8 a.m.-6 p.m.
Wednesday, 13 September	8 a.m.-7 p.m.
Thursday, 14 September	8 a.m.-6 p.m.
Friday, 15 September	8 a.m.-6 p.m.
Saturday and Sunday, 16 and 17 September	10 a.m.-6 p.m.
Monday, 18 September	7 a.m.-8 p.m.
Tuesday, 19 September	7 a.m.-6 p.m.

Date	*Hours of operation*
Wednesday, 20 September	8 a.m.-6 p.m.
Thursday, 21 September	8 a.m.-6 p.m.
Friday, 22 September	8 a.m.-6 p.m.
Saturday and Sunday, 23 and 24 September	Closed
Monday, 25 September	9 a.m.-5 p.m.
Tuesday, 26 September	9 a.m.-5 p.m.
Wednesday, 27 September	9 a.m.-5 p.m.
Thursday, 28 September	9 a.m.-5 p.m.
Friday, 29 September	9 a.m.-5 p.m.

As of Monday, 2 October 2006, all pass and identification operations will return to the Pass and Identification Office, located in Room U-100, UNITAR Building, 801 United Nations Plaza, near the corner of 45th Street and First Avenue. The hours of operation will revert to 9 a.m. to 4.30 p.m., Monday through Friday, until the last day of the main part of the sixty-first session of the General Assembly, when the hours of operation will revert to 9 a.m. to 4 p.m.

Access for members of the information media

7. Members of the media with valid United Nations building passes may use the Visitors Entrance at 46th Street and First Avenue. Resident correspondents may continue to use the entrance at 42nd Street and First Avenue and are exempt from magnetometer screening. Both resident correspondents with equipment and non-resident correspondents with or without equipment must pass through security screening at the 46th Street and First Avenue entrance. Camera crew members accompanying resident and non-resident correspondents, as well as all types of temporary correspondents, may use only the 46th Street entrance, where they and their equipment will be subject to security screening.

Access to restricted areas

8. In accordance with established procedures, the second floor of both the General Assembly Building and the Conference Building are reserved for members of delegations, staff conducting official business in those areas and accredited members of the information media. In all cases, valid United Nations building passes will be required. Members of non-governmental organizations will not have access to the restricted areas, and their access to meetings at Headquarters will be honoured upon verification of valid United Nations building passes and appropriate tickets issued for the day's meetings.

9. Access to the second floor, including the North Lounge and the General Assembly Hall, will be permitted only upon presentation of a secondary pass for the sixty-first session of the General Assembly, together with a United Nations building pass. Secondary passes will be issued by the Pass and Identification Unit, in accordance with arrangements made by Executive Offices/Administrative Units. Building passes and secondary passes are subject to verification by security officers and must be worn prominently on the outer clothing of the bearer at all times.

10. Access to the second-floor South Lounge will require a secondary access pass. At certain times, special arrangements temporarily restricting access to the South Lounge for brief periods of time may be in effect.

11. Depending on the availability of space, staff members, retirees, interns and members of non-governmental organizations will be accorded access to the gallery seating areas of the General Assembly Hall and conference rooms upon presentation of their United Nations building passes. On certain days, however, special arrangements may be in effect.

Admission of non-United Nations persons

12. Staff members are reminded of the existing security arrangements, under which all visitors on official business (maximum of five) and invited guests (maximum of three), including family members, must enter through the Visitors Entrance at 46th Street and pass through magnetometer screening prior to admission to the building. An information assistant will verify the visit with the respective staff member before a visitor's day pass is issued. Staff members must escort their visitors and guests at all times when they are in United Nations buildings. Visitors and guests, including children over the age of 17, will be required to submit a piece of personal identification bearing a photograph to the security officer stationed at the information desk. In order to avoid inconvenience, visitors and guests should be informed in advance that photo identification is required.

13. During the general debate and special sessions of the General Assembly, staff members are urged to restrict visits by outside persons to those involving official business only. For the period of the general debate, the information and reception desk in the General Assembly Building lobby will be relocated to the DC-1 Building lobby. It will be the responsibility of each staff member to meet his or her guests, accompany them at all times and later escort them back to the lobby area. No guests will be permitted to enter restricted areas.

Tours

14. Regular guided tours will be suspended from 4 p.m. on Sunday, 17 September, to the close of business on Friday, 29 September. On Saturday, 30 September, at 9.30 a.m., guided tours will resume and the building will reopen to the public.

Traffic in the Secretariat Circle

15. Vehicular access through the gate at First Avenue and 43rd Street will continue to be restricted to vehicles of heads of delegation of the Permanent and Observer Missions to the United Nations. However, exceptions will be made for disabled persons, upon appropriate certification by the Medical Service. During the general debate, escorted motorcades will also be allowed access.

Parking

16. Parking for staff members in the garage will be limited to those who possess a regular parking permit. Parking permits must be readily visible to security officers at entry points and prominently displayed while the vehicles are parked on the premises. Vehicles not displaying a valid permit may be towed off the premises for

security and safety reasons. Passengers who are not in possession of valid United Nations building passes must leave the vehicle before it enters the premises.

17. Vehicles other than those belonging to the heads of delegation of the Permanent or Observer Missions to the United Nations will be required to enter the garage via the 48th Street entrance. Vehicles may enter only through the 48th Street entrance between 6 a.m. and 8 p.m. and leave only through the 42nd Street exit between 6 a.m. and 7 p.m., from Monday to Friday. At all other times, including Saturdays and Sundays, vehicles must enter and exit through the main gate at 43rd Street. Traffic lanes on the service road and roadways in the garage must be kept free of stationary vehicles at all times.

18. All vehicles entering the premises are subject to search.

Dining room, other catering facilities and commercial operations

19. The hours of service for the Delegates' Dining Room are 11.30 a.m. to 2.30 p.m. Since the demand at 1 p.m. is usually heavy, staff members are encouraged to make reservations for the Delegates' Dining Room (ext. 3-7625) for 11.30 a.m. During the general debate, access to the Delegates' Dining Room for lunch will be restricted to persons holding a valid United Nations building pass or laissez-passer. From Monday, 18 September, to Friday, 29 September 2006, reservations for private dinners or receptions will be accepted only from permanent and observer missions and United Nations bodies. Note also that during the period from 18 to 22 September 2006, no guest without prior United Nations accreditation may be invited to those functions. As is customary, the Ex-Press Bar on the third floor of the General Assembly Building may not be used for parties when the General Assembly is meeting or while a meeting is in progress.

20. Staff members whose lunch hour is not determined by the schedule of meetings are urged to use the cafeteria when it is least crowded, that is, before 12.15 p.m. and after 1.45 p.m. Alternative facilities in the following areas may also be used: the Staff Café on the fourth floor of the Secretariat Building; the United Nations Correspondents Association Club on the third floor of the Secretariat Building; the Vendery on the third floor of the General Assembly Building; the cafeteria on the third floor of the DC-1 Building; and the cafeteria located on the first floor of UNICEF House.

21. The hours of operation of the various facilities during the sixty-first session of the General Assembly will be as follows:

12 September 2006 to 10 September 2007

Main cafeteria (Secretariat Building, first floor)	
Monday-Friday	8 a.m.-7.30 p.m.
Staff Café (Secretariat Building, fourth floor)	
Monday-Friday	noon-3 p.m.
Vendery (General Assembly Building, third floor)	
Monday-Sunday	Available 24 hours

North Lounge (Conference Building, second floor)

Monday-Friday (snack bar)	10 a.m.-5 p.m.
Monday-Friday (bar)	11 a.m.-8 p.m.

Delegates' Dining Room (Conference Building, fourth floor)

Monday-Friday	11.30 a.m.-2.30 p.m.

Café Austria (General Assembly Building, first basement)

Monday-Friday	8 a.m.-6 p.m.

DC-1 cafeteria, third floor

Monday-Friday	8 a.m.-6 p.m.

UNICEF cafeteria (UNICEF House, first floor)

Monday-Friday	8.30 a.m.-4.30 p.m.

Coffee Shop (General Assembly Building concourse, first basement)

Monday-Sunday	8.45 a.m.-4.45 p.m.

Gift Centre (General Assembly Building concourse, first basement)

Monday-Sunday	9 a.m.-5.30 p.m.

United Nations Postal Administration stamp counter (General Assembly Building concourse, first basement)

Monday-Sunday	9 a.m.-5.30 p.m.

Bookshop (General Assembly Building concourse, first basement)

Monday-Sunday	9 a.m.-5.30 p.m.